

When and what might I be concerned about?

At any time you might be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm. You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

Harm to a child can be caused by:

- A parent/carer
- A family member/friend
- Another child
- A stranger
- A member of staff/volunteer

If you have any concerns regarding Female Genital Mutilation or radicalisation please speak **immediately** to Mr De N'Yeurt or Mrs Edmonds.

What must I do?

What should I do if a child discloses that s/he is being harmed?

1. Listen

Listen carefully to what is being said to you, do not interrupt.

2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions e.g TED to clarify if necessary:

Tell me more....

Explain that to me....

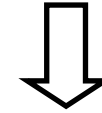
Describe what happened.....

Then follow the steps listed to the right.

The information you have may not be enough on its own for a Child Protection referral, however it will help your DSL to make a decision about risk of harm to the child.

What must I do ?

Recognise your concern



Share your concerns verbally with the Designated Safeguarding Lead/Deputy DSL **without delay.**



If you are a volunteer or visitor make a written record (using the child's own words), sign and date it. Pass the written record to the DSL/Deputy DSL without delay.

If you are a member of school staff make a written record on CPOMS and alert the DSL.

What should I do if the alleged abuser is a member of staff working with children?

If your concern is about a staff member or volunteer, you should report this to the Head Teacher.

If however your concern is about the Head Teacher, you should report this to the Chair of Governors. Contact details can be found on the back of this leaflet.

The senior person will then contact the Local Authority Designated Officer (LADO)

Concerns can also be raised directly with :

**First Response
on 0117 9036444**

(Keeping Bristol Safe Partnership)

How do I ensure my behaviour is always appropriate?

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice. The DCSF have produced guidance entitled 'Safer Working Practice for Adults who work with Children and Young People in Education Settings' (2015)

Summerhill Infants School follows the South West Child Protection Procedures:
www.swcpp.org.uk

CONTACTS

The school has a Child Protection Policy and a copy is available on the school website :

In line with this, regardless of the source of harm, you **MUST** report your concern.

Your Designated Safeguarding Lead (DSL) is:

Mrs Edwards INCO

Your Deputy DSLs are:

**Mr De N'Yeurt Head teacher
Mrs Foxfield/Miss Allen Deputy
Head teacher**

**Chair of Governors
Mrs Fowler**



Summerhill Infant School

Safeguarding Children Quick Reference Guide

All staff and volunteers have the responsibility to help keep children and young people safe by contributing to:

- Providing a safe environment,
- Identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

Safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in this school .

This leaflet has been given to you to make sure you understand what is expected of you.

Please seek advice from your Designated Safeguarding Lead (DSL) if you are unclear about anything in this leaflet and keep it in a safe place.